

## ROUTING AND RECORD SHEET

SUBJECT: (Optional) Classroom Space for the Office of Security  
in the New Office Building

DDA SUMMARY COPY

FROM: ☐ Director of Security

EXTENSION

NO.

DATE

18 JAN 1985

TO: (Officer designation, room number, and building)

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number of copies of this document to be made and to whom. Also, if this document is to be made, state the number of copies to be made.)

1. EO/DDA  
7D18 Hdqs

23 JAN 1985

Edu

2. ADDA

23 JAN 1985

✓

3. DDA

28 JAN 1985

J

4. Brenda

1/23/85

De

5.

6. C/New Building Project Office  
4E50 Hqs Bldg.

There appears to be 4 classrooms 500ft<sup>2</sup> or bigger in the NOB. If located contiguously or in near proximity to each other, I would think we have enough with OA-13, 1407 Self Study Ctr in old Bldg.

Me too! 28 JAN 1985

#6 FOR ACTION: 28 JAN 1985

PLS PREPARE RESPONSE FOR DDA's SIGNATURE.

SUSPENSE: 30 JANUARY 1985

cc: D/LOGISTICS

14. REGRADE TO UNCLASSIFIED WHEN  
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15.

FORM  
1-79

610 USE PREVIOUS  
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GPO : 1964 O-515-515

18 JAN 1985

18 JAN 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Director of Security

SUBJECT: Classroom Space for the Office of Security  
in the New Office Building REFERENCE: OTE memo, dtd 9 Nov 84, Subj: Classroom Space -  
New Building

1. The referenced memorandum (attached) conveys the response from the Office of Training and Education (OTE) to the New Building Project Officer regarding Office of Security's (OS) request for dedicated classroom space in the New Office Building (NOB). OTE has denied that request.

2. A justification for the request that OS be provided with a 450 square foot classroom solely for OS use and located within OS space in the NOB is based on the rationale that OS can account for the use of that space for every working week of the year. The classes that must be accommodated on regularly scheduled intervals include the Special Agents Training Class, the Security Officers Training Program, Orientation Courses for the Special Protective Officers, Protective Operations Courses for the DCI Security Staff, the Survey Course for Overseas Security Support Branch personnel as well as a number of other ad hoc courses.

3. OTE has indicated, in referenced memorandum, that the GA-13 theatre in the Headquarters Building is dedicated to OS requirements. Apart from the scheduling needs of the above mentioned courses, GA-13 is fully scheduled for all but 34 (nonconsecutive) working days of the year. It must be emphasized that GA-13 is used almost exclusively to service the needs of the entire Agency population. The events that are accommodated in GA-13 on regularly scheduled intervals include the Entry on Duty (EOD) Security briefings for all new employees which occur on a weekly basis, the Hostile Audio

--WARNING NOTICE--  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED



OS 5-2017

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Surveillance briefings for Agency personnel going PCS abroad, weekly Foreign Travel briefings conducted by the External Activities Branch, Security Awareness Briefings for all Agency personnel, as well as expanded staff meetings for the Office of Security, and ad hoc requirements for the Special Security Center, Physical Security Division, the Office of General Counsel, and other Agency components. It should be noted that since the 34 days of availability are not consecutive, it is impossible to schedule any event of longer than one day's duration in GA-13. The additional 52 weeks of class requirements, that are described above, necessitate the designation of an additional classroom.

4. The referenced memorandum indicates that OTE will provide two classrooms in the NOB for the use of any component that needs such space. One of these classrooms would have to be dedicated to OS for the entire year, yet the administration of the many logistical requirements would have to be provided by OTE. Most of the classes that OS conducts for its personnel are "hands on" courses which require use of varied training materials that should be stored in the classroom area for easy accessibility to the students. Moving these classes in and out of OS space, either to another floor or to another building, would be a difficult process.

5. The referenced memorandum does not adequately address OS concerns that classroom space requirements can be met by OTE. The New Building Project Office is currently in the process of laying out OS space in the NOB. The timing is right for the architects to include classroom space in that design. Given OS requirements and the OTE response, it is requested that the DDA grant the OS request for dedicated classroom space in the New Office Building.

Attachment

09 NOV 1984

MEMORANDUM FOR: New Building Project Officer

FROM: [REDACTED]

Chief, Administrative Officer, OTE

SUBJECT: Classroom Space - New Building

1. This is in response to your request that a review be conducted of the various Agency requests for training space in the new Headquarters building.

2. Following several discussions with most of the requesters, it is quite apparent that each office would like to have a designated and separate classroom. However, most reluctantly understand that there will be insufficient space available in the new building for every office to have its own classroom.

3. During the review of the requirements it was quite obvious that the original space requests were well developed, and looked at present and future requirements for training space (see memo from the Office of Security). In only one instance have I questioned the requirement which is based on the assumption that the Agency will give up the Ames building. This would result in a requirement for space in the Headquarters building to administer the applicant typing and shorthand test. I have not included this requirement in this package on the assumption that the Agency will probably continue this recruitment and testing activity in either Rosslyn or some other location near public accommodations and transportation.

4. Another recent development that might assist in meeting future training space requirements is the availability of certain facilities [REDACTED]. The Office of Training and Education is planning on opening four to six classrooms in [REDACTED]. This should allow some flexibility beyond the requirements for space in the new Headquarters building.

5. The space requirements in the new building are based on the following assumptions:

- a. 1A07 will remain an OTE designated classroom;
- b. GA-13 will remain an Office of Security designated classroom/meeting area; and
- c. all areas currently set aside for part-time language training and the Self-Study Center will remain so designated.

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Attachment.

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**SUBJECT: Classroom Space - New Building**

Considering the foregoing, I believe the following classroom space requirements in the new building will meet the stated training space requirements in the new building:

- a. Two (2) classrooms covering approximately 1200 square feet, i.e. 30' x 30', with a projection booth area located between the two rooms.
- b. Two (2) classrooms covering approximately 500 square feet 20' x 25'. These two rooms will be completely automated with terminals to conduct data processing type training for a number of Agency officers.
- c. Ten (10) small rooms (10' x 15') to conduct the part-time language training program in the Headquarters area. This program cannot be conducted outside the Headquarters building as the students can only be available for one to two hours at any given time. There are between [ ] Agency employees in this program at any given point in time.
- d. One room of approximately 1800 square feet to accomodate the Self Study Center. This is slightly larger than the space previously occupied by the Center, but with the advent of Computer Based Training (CBT) we foresee the need to add to capability in the near future.

6. If you have any questions please contact me [ ]

**Attachment  
As stated**